Approved For Release 2001/07/28 : CIA-RDP78-04718A001000320028-7

MEMORANDUM DATE _____

TO : Chief, Admin, SR
FROM : Chief, _____ Branch/Staff
SUBJECT : Request for Travel Orders

1. I request processing be started for _____ of this Branch/Staff.
His grade/rank is _____ Official Station _____
Serial No. _____ Service (if Military) _____
Ext. _____
a. The traveler will visit your office to discuss details _____
b. Traveler is not available. Assigned to represent him is:
Name _____ Location _____ Extension _____

2. Itinerary (including daily stops, visinity travel, non-direct routes, number of trips, irregular order of stops, etc.)

3. Special Provisions: Travel Advance $_____ Per Diem, Rate of _____ Entertainment allowances $_____ (not to exceed $_____ per trip). Operational Advance $_____ (not to exceed $_____ per trip). If PCS, the following is to be shipped:
Auto _____ Household goods _____ Personal effects _____
(at address: _____) (or station _____).
b. Project to be charged for funds _____
c. Purpose of travel (specific but secure. This work sheet does not leave SR.) _____
d. New personnel is to be contacted: Yes__ No__. If answer is yes, the following coordination has been made for approval:
Contact Division____ Personnel Procurement____ IMS_____

e. Dates of travel: To begin _____ to end _____ (approx)
f. Mode of travel: (Requested _____ Preferred _____)
Underline the following: Military Air, Commercial Air, Common Carrier, Private Auto, Gov't. Auto, Quasi-Personnel. If private auto @ .07 cents per mile is requested, give reason for extra rate _____.
g. Dependents to travel: (PCS)
Wife _____ Children (Names and ages) _____
_____ Other Dependents _____
h. Attachments _____
i. Reference: Cables _____ Pouches _____ Other _____
j. Approval needed:
C/PI___ C/PP___ C/PO___ MPS___ DD/P___ IMS___ (Check.)

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Personnel Action Cleared _____

Estimate of Total Cost $_____(for Admin use only).

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